Computer Basics for Filling Out CAO Forms – Inst 18

Definitions:
❖ **_Cursor_**- the cursor is the small black flashing vertical line that shows you where you are typing in the document
❖ **_Mouse_**- the mouse is the handheld object that sits to the right of the key pad. It has two buttons that can be used for various functions. The left button is called the left mouse; the right button is the right mouse. For the purpose of filling out forms you can: 1) use the mouse to move the cursor to a new part of the text by placing the pointer where you want to type and clicking the left mouse once; 2) you can select text by placing the pointer to the selected area, clicking and holding the left mouse and dragging it through the desired text; and 3) for various other shortcuts and functions.
❖ **_Scroll Bars_**- the scroll bars allow you to move the document up and down and from side to side. If you want to move the document up and down you can click on the up/down arrows on the bar directly to the right of the page. To center the page click on either of the arrows on the bar below the page.

Navigation Methods
→	moves the cursor to the right
←	moves the cursor to the left
↑	moves the cursor up one line
↓	moves the cursor down one line
Home	moves the cursor to the left end of the line
End	moves the cursor to the right end of the line
Ctrl →	moves the cursor to the next word
Ctrl ←	moves the cursor to the previous word
Ctrl ↑	moves the cursor to the previous paragraph
Ctrl ↓	moves the cursor to the next paragraph
Ctrl Page Up	moves the cursor to the beginning of the current screen
Ctrl Page Down	moves the cursor to the end of the current screen
Ctrl Home	moves the cursor to the beginning of the document
Ctrl End	moves the cursor to the end of the document

Deletion Keys
Delete Keys	erases a character to the right of the insertion point
Backspace	erases a character to the left of the insertion point
Ctrl Delete	erases characters in the word to the right of the insertion point
Ctrl Backspace	erases characters in the word to the left of the insertion point

Insert Text
Place the cursor on the line where the information needs to be typed. Do this by using the arrows or the mouse to move the cursor. While the Insert button is turned on, place the cursor where the text should be and type. If the Insert button is turned off the status line (the line at the bottom of the screen that shows what page you are on) will display OVR and newly typed text will replace existing text. Press the Insert to return to the Insert mode.